

**BY ORDER OF THE COMMANDER
LITTLE ROCK AIR FORCE BASE**

17 AUGUST 2016



Transportation

**VEHICLE ACCIDENT/ABUSE, LOW SPEED
VEHICLE (LSV) AND OTHER
GOVERNMENT MOTOR VEHICLE
CONVEYANCES (OGMVC) PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 19 LRS/LGLOC

Certified by: 19 MSG/CC
(Colonel William E. Brooks)

Pages: 8

Supersedes: LITTLEROCKAFBI24-302,
20 January 2011

This instruction implements AFD 24-3, *Operation and use of Ground Transportation Vehicles*, and establishes policies and procedures for reimbursement of funds, implementing and managing the vehicle and vehicular equipment accident and abuse program, and addresses definitions, authority, disposition and reporting procedures for military and GSA vehicles. All accident and abuse repairs to GSA vehicles will be processed and accomplished IAW established GSA procedures. This instruction also includes changes to AFI 24-302, *Vehicle Management*, and the use of vehicles and vehicular equipment. Additionally, it provides clarification for inspection and maintenance responsibilities and accountability of other Government Motor Vehicle Conveyances (OGMVCs) on Little Rock AFB. This instruction applies to the 19th Airlift Wing, 314th Airlift Wing, 913th Airlift Group and tenant units. This instruction does not apply to Air National Guard or any other associate organization assigned or attached to Little Rock AFB. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

1. Vehicle Accident/Abuse Program:

1.1. Vehicle and Vehicular Equipment Accident/Abuse Program Management:

1.1.1. Objective: The ultimate goal of this program is to reduce vehicle and vehicular equipment accidents and/or abuses at LRAFB, protect Air Force personnel from injury and/or death and eliminate unnecessary expenditure of limited monetary resources. The key to successfully reducing the number of accidents and abuses is to encourage commanders to maintain high standards of vehicle operator training and discipline and to make personnel aware of the high costs associated with accident and abuse case repairs.

1.1.2. Responsibilities: This instruction applies to all squadron commanders, Vehicle Control Officers (VCOs), Vehicle Control NCOs (VCNCOs), and vehicle operators within the 19th Airlift Wing, 314th Airlift Wing, 913th Airlift Group and tenant units, with the exception of the Air National Guard. Commander emphasis and direct involvement is essential to the program's success. The vehicle operator is responsible for preventing vehicle and vehicular equipment abuse/accidents. The operator will report any vehicle damage immediately to the VCO/VCNCO. The unit VCO/VCNCO shall immediately report any suspected abuse or accidents to the 19th Logistics Readiness Squadron Vehicle Management Flight (19 LRS/LGRV). Unreported damage to an Air Force vehicle indicates the unit operator or VCO/VCNCO is not inspecting vehicles properly. Vehicle maintenance is responsible for documentation and tracking of accident/abuse damage.

1.2. General Information. Motor Vehicle Accident: Any collision, impact or abrasion against a fixed or moving object with a military or GSA motor vehicle. Vehicle Abuse: An act or omission that has caused, or may cause damages not attributed to fair wear and tear under normal use. Vehicle abuse may result in early failure of components and affect the safe operation of the vehicle. The base vehicle management function is funded and staffed to provide preventive periodic maintenance and repairs due to fair wear and tear, but not for accident and abuse repairs. Money to repair accident and abuse damage must be taken from using organization funds.

1.2.1. Scheduled inspections and maintenance ensure a safe and serviceable vehicle fleet. These inspections are time critical and must be completed at specific intervals to meet manufacturer and Air Force serviceability criteria. Agencies who fail to meet or reschedule their assigned scheduled maintenance on or before their assigned appointment dates will be considered for vehicle abuse.

1.2.2. The using organization commander will use unit funds to pay for repairs attributed to accident or abuse for vehicles and vehicular equipment operated by their personnel, to include U-Drive-It and GSA vehicles. Government Purchase Card payment authorization is required upon request from 19 LRS Vehicle Management and Analysis (VM&A). If timely payment is not received after repairs are complete, the vehicle will remain at the contractor facility. 19 LRS/LGRV will contact the using organization's VCO/VCNCO

and resource advisor if timely payment is not made. All additional storage charges will be paid by the using organization.

2. Vehicle Accident/Abuse Program Procedures:

2.1. All Government Owned Vehicles (GOV) involved in an accident, or found to have damage not previously reported must be turned into 19 LRS/LGRV as soon as possible, but no later than the next duty day. The Vehicle Management Flight will initiate an Accident/Abuse work order and prepare an Accident/Abuse package. The Accident/Abuse package (containing an Accident/Abuse notification letter signed by the 19 LRS/CC, photographs of the damages and a repair quote) will be routed to the appropriate using organization commander for approval and repair authorization. In the event a POV is involved, 19 LRS/LGRV will submit the package to 19 AW/JA prior to normal routing procedures.

2.1.1. In the event of a GOV accident, the using organization will contact the 19 SFS LE desk and 19 AW Safety. The standard Form 91, Motor Vehicle Accident Report, and DD Form 518, Accident Identification Card, must be completed with all pertinent information and provided upon vehicle turn-in to 19 LRS/LGRV. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted. The reporting party must record the name and rank of the responding Security Forces' individual in block 81 of the Standard Form 91.

2.1.2. The using organization will be granted 3-duty days from receipt of Accident/Abuse package in order to gather information and additional pictures. The using organization will return a signed Accident/Abuse notification letter to 19 LRS/LGRV, containing the using organizations Resource Advisor and/or Government Purchase Card (GPC) holder contact information and signature, in order to proceed with repairs. VM&A will coordinate transportation of the vehicle to an authorized vendor for repairs upon receipt of the signed Accident/Abuse notification letter.

2.1.3. Individual liability will be determined IAW AFMAN 23-220, *Reports of Survey for Air Force Property*. Contact the 19 LRS/LGLOC section, at 987-7893, for additional information on the Report of Survey (ROS) process. An AF Form 20, *Repair Cost and Repairable Value Statement*, will be prepared by 19 LRS/LGRV VM&A if requested by the ROS investigating officer.

2.1.4. Commanders must initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, investigation into the circumstances involving any accident or suspected vehicle abuse case where gross negligence is suspected. If the investigation reveals an operator's gross negligence was the proximate cause of damage to a vehicle, commanders may assess pecuniary liability for the repair cost in accordance with AFMAN 23-220, para 8.6.3 and Chapter 18.

2.1.5. If the estimated repair cost exceeds the vehicle's "one-time repair limit," the vehicle is considered uneconomically repairable and will not be repaired; however, exceptions may be made to meet mission needs and must be approved by the 19 LRS/CC. In some circumstances it may be necessary for 19 LRS/LGRV to seek approval from Higher Headquarters.

2.1.6. Repair Reimbursement Procedures:

2.1.6.1. To the maximum extent possible, vehicle accident/abuse repairs will be contracted to local vendors due to limited manning/resources. There may be cases where local vendors can not accomplish repairs due to mil-specific design vehicles. If the vehicle is being repaired by 19 LRS/LGRV, the using organization is charged all associated costs. Transfers of funds will be accomplished by relative funding documents and credited to the 19 LRS Operation and Maintenance (O&M) account. 19 LRS/LGRV will send repair costs to the 19 LRS Resource Advisor, who in-turn will request transfer of funds from the using organization.

2.1.6.2. If the vehicle is repaired by a contractor, the unit is charged with all associated repair costs (parts and labor) which will be paid with their GPC upon acceptance and inspection by authorized 19 LRS/LGRV personnel. The using organization commander or designated representative will ensure payment is made to the contractor.

2.1.6.3. In the event the contract repair cost exceeds the \$2,500.00 GPC threshold. An AF Form 9, *Request for Purchase*, will be required. The using organization will be responsible to process the request for repair.

2.1.7. If a commander disagrees with the liability findings, they may appeal to the 19 LRS/CC. The intent to appeal must be coordinated with 19 LRS/LGRV VM&A within 10-calendar days from the vehicle turn-in date. If the 19 LRS/CC does not support the appeal, the appeal package will be forwarded through 19 MSG/CC to 19 AW/CV for final determination.

3. Other Government Motorized Vehicle Conveyances (OGMVC), Non-Vehicular Equipment (NVE) and trailers not classified as a vehicle:

3.1. OGMVCs (i.e., golf carts, ATVs, quad-runners, etc.) not meeting specifications of Title 49 CFR 571.500 FMVSS will be categorized as OGMVCs. Note: Skid steer loaders and mini-excavators made by Bobcat or other manufacturers are classified as registered vehicles and will be managed as vehicles under the category of Base Maintenance/Construction Equipment.

3.2. Trailers centrally procured by WR-ALC (to include military design tactical trailers) will be classified and managed as a registered vehicle IAW with AFI 24-302. Any trailers meeting all the criteria in AFI 24-302, para 1.1.3 will also be classified and managed as a registered vehicle.

3.3. Non-Vehicular Equipment (NVE) items are optional, often larger items that provide an additional use for a vehicle, but did not originally come with or as part of the vehicle. Examples of NVE include snow plows for dump trucks, jack-hammer attachments for excavators, forklift attachments for bucket loaders, etc. It does not include radios, shelving/bins, etc. Installation of NVE should not require modification to a vehicle's configuration. If a unit determines modification may be required, they must consult 19 LRS/LGRV before purchase.

3.4. Before an organization procures an OGVMC, NVE or trailer not classified as a vehicle, a purchase request letter, (attachment 2) specification sheet with pictures and an approval letter from the requesting unit commander must be coordinated through 19 AW Safety, 19 CONS, 19 LRS/LGRV, and 19 LRS Equipment Management Section for approval. 19

LRS/LGRV will determine the appropriate classification for the asset. The purchase request letter will be placed in the purchase pending file.

3.5. Once the asset is approved and procured by the unit, the equipment custodian will add the item to the Custodian Authorization/Custody Receipt Listing (CA/CRL) and manage assets IAW with Air Force Material Management policy and procedures. The organization must ensure there is an equipment account already established to add an asset to the CA/CRL. If an equipment account is not established, the organization commander must establish an account.

3.6. Non-Registered Equipment Management System (NON-REMS) reportable LSVs will no longer be procured, but existing assets will be managed as equipment items.

4. Maintenance policy for OGMVC, NVE and trailers not considered vehicles: Owning units are responsible for obtaining and funding any/all service, maintenance, repairs and annual safety inspections.

5. Vehicle Idling Policy:

5.1. IAW AFI 24-302, Vehicles operated on LRAFB will not idle for longer than 5 minutes unless they are providing mission essential support to base operations. Excessive idling will only occur for a period of time long enough to ensure the safety of vehicle operators and passengers and only when Command Post has established that either one of the weather conditions below exists:

5.1.1. During warm weather conditions; when outdoor ambient temperature is at or above stage 3 (85 - 87.9 F WBGT).

5.1.2. During cold weather conditions; when outdoor ambient temperature is at or below 40 degrees with or without wind chill.

5.2. IAW AFI 24-302, 11.9.8., emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment are exempt from idling control regulations or exempt for specific emergencies, military training requirements, disaster relief/humanitarian operations, or winter storm response activities/snow removal.

5.3. Vehicles undergoing maintenance, along with vehicles being exercised during cold weather conditions are exempt from idling control regulations.

6. Radio Call Sign Markings: In order to provide better identification during low visibility conditions, Wing and Group leadership vehicles are authorized to display Radio Call Signs by a locally determined method. Markings must meet the requirements set forth in TO 36-1-191, Chapter 2.

7. Special Activity Markings: Special Activity Markings are not authorized without 19 AW/CC written approval. This document authorizes the 19 AW/SEG and 19 OSS/OSAA to apply Special Activity Markings. If approved, markings will be applied in a manner to which it can be removed without causing damage to the vehicle.

CHARLES E. BROWN JR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 24-3, *Operation and use of Ground Transportation Vehicles*, 06 September 2006

AFI 24-302, *Vehicle Management*, 28 February 2013

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 24-301, *Vehicle Operations*, 01 November 2008

AFMAN 23-220, *Reports of Survey for Air Force Property*, 01 July 1996

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 20, *Repair Cost and Reparable Value Statement*

AF Form 847, *Recommendation for Change of Publication*

Standard Form 91, *Motor Vehicle Accident Report*

DD Form 518, *Accident Identification Card*

DD Form 200, *Financial Liability Investigation of Property Loss*

Abbreviations and Acronyms

GOV—Government Owned Vehicle

GPC—Government Purchase Card

LSV—Low Speed Vehicle

NON-REMS—Non-Registered Equipment Management System

NVE—Non Vehicular Equipment

ROS—Report of Survey

VCO—Vehicle Control Officers

VCNCO—Vehicle Control Noncommissioned Officer

VFM—Vehicle Fleet Manager

VM&A—Vehicle Management and Analysis

VMS—Vehicle Management Superintendent

Attachment 2

OGMVC, NVE, OR TRAILER PURCHASE REQUEST LETTER

(Current Wing Letterhead)

MEMORANDUM FOR 19 LRS/LGRV

FROM: (Your Unit/Office Symbol)

SUBJECT: Request to Purchase a OGMVC, NVE, or Trailer (Choose One) (Make/Type)

1. (Your Sq/Flight) request to purchase a OGMVC, NVE, or Trailer (Choose One) (Make/Type) for (Your Sq/Flight). This vehicle will be used for (details what vehicle is used for).
2. All parts and equipment will be purchased and maintained with squadron funds. IAW AFI 24-302 GM1, para 3.17.3.3, owning organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete serviceability inspection, to include all safety related systems, at least annually.
3. If you have any questions, please contact (Your name) at (Your extension).

(Your VCO/VCNCO), Rank, USAF
Title

1st Ind, Sq/Flight
Approved/Disapproved

(Your Squadron CC), Rank, USAF
Title

2d Ind, 19 LRS/LGRV
Concur/non-concur

Vehicle Management Flight Chief

3d Ind, 19 AW/SEG, (date), request to purchase a OGMVC, NVE, or Trailer (Choose One)
(make/type)
Concur/non-concur

Ground Safety

4th Ind, 19 CONS
Concur/non-concur

Contracting

5th Ind, 19 LRS/LGRMCE
Approved/Disapproved

Equipment Management